

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120061-7
REPORTS INVENTORY

CONTROL NO.

OL/SD-12

PREPARE IN DUPLICATE

XXXXXXXXXXXX

1. TITLE OF REPORT (if a fill-in report include Form No.)

BACK ORDER RECONCILIATION REQUEST

2. TYPE
OF
REPORT

X

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

X LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

QUARTERLY

6. DISTRIBUTION (No. of components not
number of copies)

2

7. FORMAT (memorandum, form
computer print-out, etc)
EAM CARD

8. ADP PROCESSING

YES

X NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OL/SD/SMB/IDSS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

STAT

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS 12	\$6.82	4.5	\$30.69	4	\$122.76
13	8.06	.5	4.03	4	16.12
8	4.31	2.5	10.78	4	43.12
5	3.15	4	12.60	4	50.40
3	2.51	14	35.14	4	140.56

B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--

TOTAL COSTS PER YEAR

\$372.96

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.STAT To provide ☐ supply points with quarterly status concerning all items on back order
to the Agency.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

☐ OTHER (explain)

X CHANGE

DISCONTINUE EXPEDITE PROCESSING TIME ONCE ON AUTOMATIC SYSTEM

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

24

\$80.32

16. DATE OF INVENTORY

22 September 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120061-7

STAT